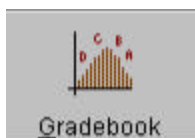


SIS2000+ TRAINING MANUAL

Gradebook

Using Gradebook



Prerequisites

Make sure you have gone through all steps of the “Preparing for Gradebook” document.

Purpose

Gradebook is designed for use by teachers to record the marks for their classes. Teachers are able to record marks for their scheduled classes only.

Training Objectives

- Set-up Gradebook for a particular class of a particular teacher.
- See how the set-up for one class can be copied to another class, or to another section of the same class.
- Enter grades for a particular task.
- Edit grades.

Access

From the SchoolNet Main Menu click on the **Gradebook** module.

For further information refer to Help:

Available through the NeTel website at:

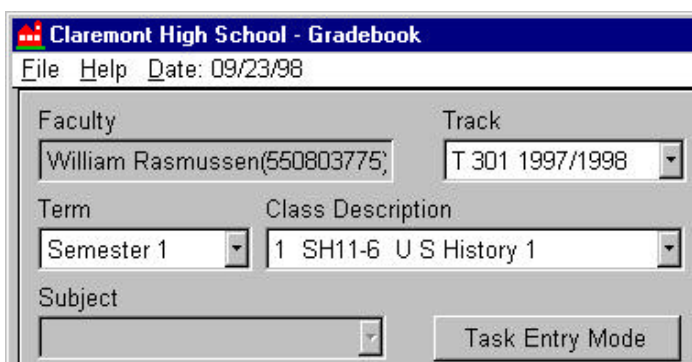
<http://www.netel.com/webdoc/default.htm>

Gradebook Set-up:

Open Gradebook from the main menu.

The default teacher that will come up on the screen is the teacher that has logged on. If you are at the district office or are the system administrator, you can find the correct teacher you wish to set-up in Gradebook by clicking on Find at the bottom of the screen.

Once you have the correct teacher selected at the top, choose the correct Track, Term and Class Description in the upper left-hand corner of your screen. You may use the VCR buttons to scroll through the classes of that particular teacher.



Choose correct Track, Term and Class Description.

Define and Set up Subject:

Once you have chosen the correct class to set-up, you will need to define the Subject, Categories and Tasks for that class, IN THAT ORDER. Do this by first, clicking on the Set-up button along the bottom of your screen. Next, click on Subject. Click on the Add button and enter a description for the subject of that class (i.e., Math, History, Physical Education, English, etc.).

You can choose to display the grades as scores (numeric points) or grades (letter grades). The screen will default to Scores.

Choose your method of calculation. If you choose points, the score for the class will be displayed as the percentage of total points earned for all Tasks against the total points possible for all Tasks. If you choose percent method, the score for the class will be displayed as the average percentage of the values earned from each Task.

The screen will default to Points Method.

You can choose to have the missing scores count as zero or not count at all. The screen will default to count as zero.

Choose the Mark Set to be used for this subject from the drop down box to define the Grading Scale. (The Mark Sets should have already been defined in Marks Reporting, Assign Mark Values. If there are no choices, go to Marks Reporting, Assign Mark Values and set them up). Once you choose a Mark Set, the corresponding marks will be displayed in the Grade/Percentage table.

Gradebook will either calculate a "suggested" percentage for each mark, or default all percentages to 0.0 (this is controlled by an option on the Preference screen). The percentages

should be adjusted to better suit your school or personal grading scale. Do this by clicking on the percentage and typing in your new percentage. When you have edited the percentages accordingly, click save. If you wish to change all marks, click on Clear Marks and you may then add individual marks from the Mark Set, one at a time, by clicking on Add Mark. If you wish to delete a particular mark, highlight the mark you wish to delete and then click Delete Mark.

Note #1: Order of Marks

. Marks are initially displayed in alphabetic order. Therefore, marks with plus/minus will not be sorted in the correct order. An A will be higher than an A+ and worth more points. The percentages for the marks with plus/minus **MUST** be edited. Look closely at the curve and adjust accordingly. Duplicate percentages will not be allowed. You may edit each cell one by one or choose clear marks and then re-add them one by one.

Note #2: Usage of Marks

There is absolutely no requirement that all marks from the Mark Set must be used in the Grading Scale. If there are specific marks that you do not wish to use, they may be removed using [Delete Mark].

Note #3: Grading Scale Percentages

The Percentage specified for each mark is the minimum to receive that grade. In the example below, a grade of A is 90% and above, B is 80% to 89.9%, and so on. The lowest grade must be 0 (in the example, an F grade is 59.9% and below), and the Subject Setup screen will check that this is true when you click [Quit].

Claremont High School - Gradebook

Faculty: Jodi Labarrere(572641641) | Track: T 301 1997/1998 | Term: Semester 1 | Class Description: 1 SS11-3 American Govt

Subject: History

Mark Set: Letter Marks (no +/-)

Display: ☒ Scores ☐ Grades

Calculation: ☒ Points Method ☐ Percent Method

Missing Scores: ☒ Count As Zero ☐ Not Counted

Grade	Percentage
A	90.0
B	80.0
C	70.0
D	60.0
F	0.0

Buttons: Clear Marks, Add Mark, Delete Mark

Toolbar: Options, Copy, Paste, Delete, Undo, Add, Save, Quit, Navigation Arrows

Define and Set-up Subject.

When you have made all your choices on the above screen, click Options to fill in the Subject Grading Options.

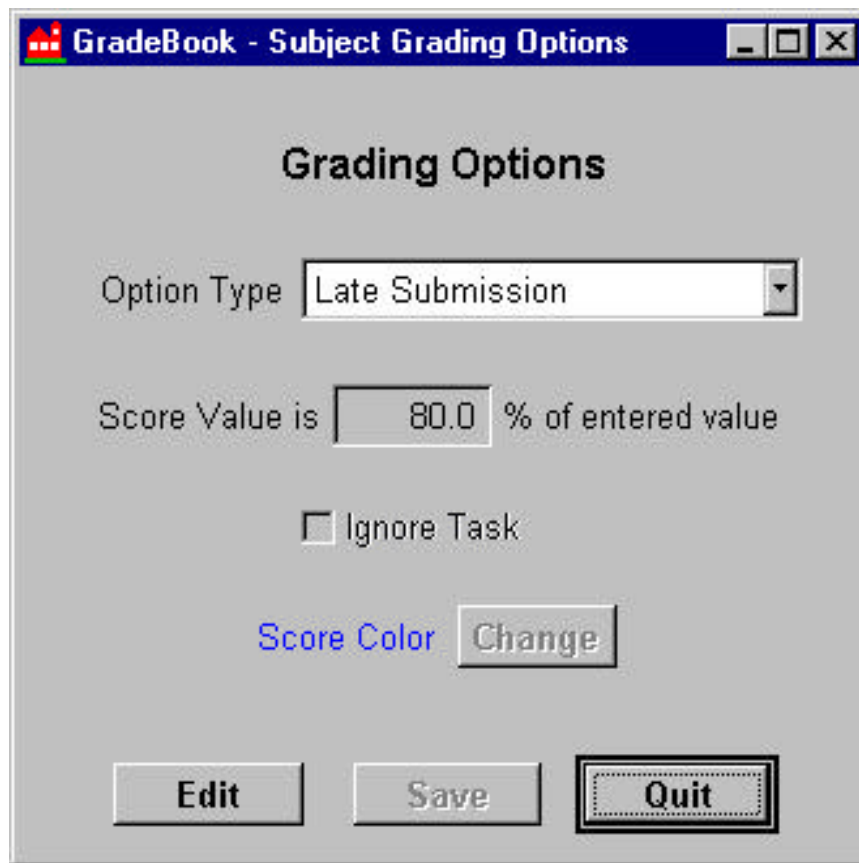
Note: Once you click on options, if there are no choices in the Option Type drop down box, you must go to Table Editor and populate the zscoreas table. You may enter as many Option Types as you wish.

Define Subject Grading Options:

Definition and Use of Grading Options is optional. Grading Options provide a consistent and documentable mechanism by which Gradebook will use a score value different than what is recorded for a specific task to compute a student's final grade. Example usage may be to exempt a student from a task without penalty, or to deduct a fixed percentage from the recorded score when an assignment is late.

Choose an Option Type. You can then decide what percent of the total score will be applied to an assignment/task with the chosen grading option. For instance, if you have a Late Submission, you may want that to be worth 80% or 85% percent of what it would have been worth if it were handed in on time. You may also choose to ignore a task in the calculation of the student's final grade by clicking ignore task. You may customize the color of each Option type so that you will be able to differentiate them from other scores by clicking on Score Color – Change and then choosing a custom color. Save your work.

Define Subject Grading Options.



The image shows a Windows-style dialog box titled "GradeBook - Subject Grading Options". The dialog has a title bar with a small house icon and standard window controls. The main area is titled "Grading Options". It contains a dropdown menu for "Option Type" set to "Late Submission", a text input for "Score Value is" set to "80.0" followed by "% of entered value", an unchecked checkbox for "Ignore Task", a "Score Color" label in blue text next to a "Change" button, and three buttons at the bottom: "Edit", "Save", and "Quit". The "Quit" button is highlighted with a double border.

Click on Quit to return to the Subject Definition Form. Save the Subject data and then click on Quit again to return to the Set-up Form. You will be able to view the subject you just defined. You may need to go in and define more subjects (Elementary schools will likely need several subjects defined).

Define Categories:

Categories may not be defined unless there is at least one subject defined. From the Set-up Form, click on the Subject to which your Category will belong. Once you have highlighted a Subject, click on the Category button. Click on Add. Now you may enter the category of a mark you will be using for this class. (I.e., tests, homework, projects, book reports, quizzes). The weight column will determine the relative weight between categories. For instance, tests may be worth twice as much as quizzes. Click Save. Once you have entered all the categories, click on Quit to return to the Set-up Form. You will be able to see all the Subjects and Categories you have defined.

Claremont High School - Gradebook

Faculty Track

Term Course

Subject

Category Description	Weight
Homework	1
Quizzes	1
Tests	2
	4

Define Categories.

Define Tasks:

Tasks are the assignments or other graded events for which students will receive scores. All tasks are assigned to a particular category. From the Set-up Form, highlight a category for which you will define tasks and then click on add. Insert your cursor in the first blank cell in the task description column. Tab through the columns and fill in the data.

Task Description is the name of the task.

Abbreviation is the column header that will appear in the Gradebook main form. It's use is optional; if an abbreviation is not defined for a task, the main Gradebook screen will create a default column header consisting of a column letter, the task weight (see below), and an extra credit flag.

Date is the due date of the task. The date must be within the selected term of the current course section.

Points possible is the maximum points possible that can be earned.

Weight is the relative weight between tasks in this category. (For instance, one homework assignment may be worth twice as much as another homework assignment).

Extra Credit should be checked if the task will count as extra credit.

Save your task. You may wish to add more tasks to this or another category.

Claremont High School - Gradebook

Faculty: Jodi Labarrere(572641641) Track: T 301 1997/1998 Term: Semester 1 Class Description: 1 SS11-3 American Govt

Subject: History Category: Homework, Projects, Quizzes, Tests Weight: 1, 1, 1, 2

Task Description	Abbreviation	Date	Points Possible	Weight	Extra Credit
Chapter 1	Ch1	09/07/1997	100	1.0	<input type="checkbox"/>
Chapter 2	Ch2	09/15/1997	100	1.0	<input type="checkbox"/>
Chapter 3	Ch3	10/01/1997	100	1.0	<input type="checkbox"/>

Navigation: [Previous] [Next] [Subject] [Category] [Copy] [Delete] [Edit] [Add] [Save] [Quit]

Define Tasks.

Exit the Set-up Form by clicking Quit. The view will now be of the Gradebook Main Form which will show the Student Roster on the left and the tasks on the right. You are now ready to enter grades for this class or you may wish to set-up another class.

Claremont High School - Gradebook [Window Controls]

File Help Date: 09/09/98

Faculty
Jodi Labarrere(572641641)

Track
T 301 1997/1998

Term
Semester 1

Class Description
1 SS11-3 American Govt

Subject
History

Task Entry Mode

Category
Tests

Weight
2

Task
Unit 1

Date
10/07/1997

Points Poss
100

Weight
1.0

Average

[Navigation Buttons]

Print Find Setup Delete Edit Add Save Quit

Student Roster on left, tasks defined on right.

Copying Set-ups:

You may copy the Gradebook set-up from one class to another. (You would usually want to do this when a teacher has more than one section of the same course). You may copy set-ups to and from courses taught by the same teacher or to and from classes taught by different teachers. You may copy the entire set-up, or only specific parts of the set-up.

From the main form, click Set-up. From the Set-up form, click Copy. The screen is divided into two sections: a source, or FROM, class on the left (which has the setup you wish to copy), and a destination, or TO, class on the right. You may click on the Find button to choose a faculty person you wish to copy a class set-up FROM. Once you have chosen your faculty person, you may choose the track, term and class description from the drop down boxes. You may use the VCR buttons to scroll through the faculty person's classes. The copy TO faculty person will always be the logged on teacher.

Copy set-up from one class to another.

Once you have the Copy From information on the left, you may choose the Copy To class description on the right. Next, click on the particular information on the left you want to copy over to the right. Move each item over by clicking in the single arrow or move all of them over by clicking on the double arrows.

Note: Be sure to select all the parent components of the items you are copying. Categories must be copied with their corresponding Subjects, and Tasks must include their Categories. You may selectively choose individual items holding down the [Cntrl] or [Shift] keys while clicking an item.

You must copy a Subject before you can copy any Categories for that subject. Likewise, you must copy a Category before you can copy any Tasks for that Category. Click Save and then Quit to return to the main form.

Note: to delete copied items after saving, you must use the respective screens for each item type. Alternately, you may delete the entire setup (subject, categories, options, tasks and scores) for a subject by deleting the subject on the Subject Setup screen. WARNING: this WILL delete any student scores for tasks within that subject!

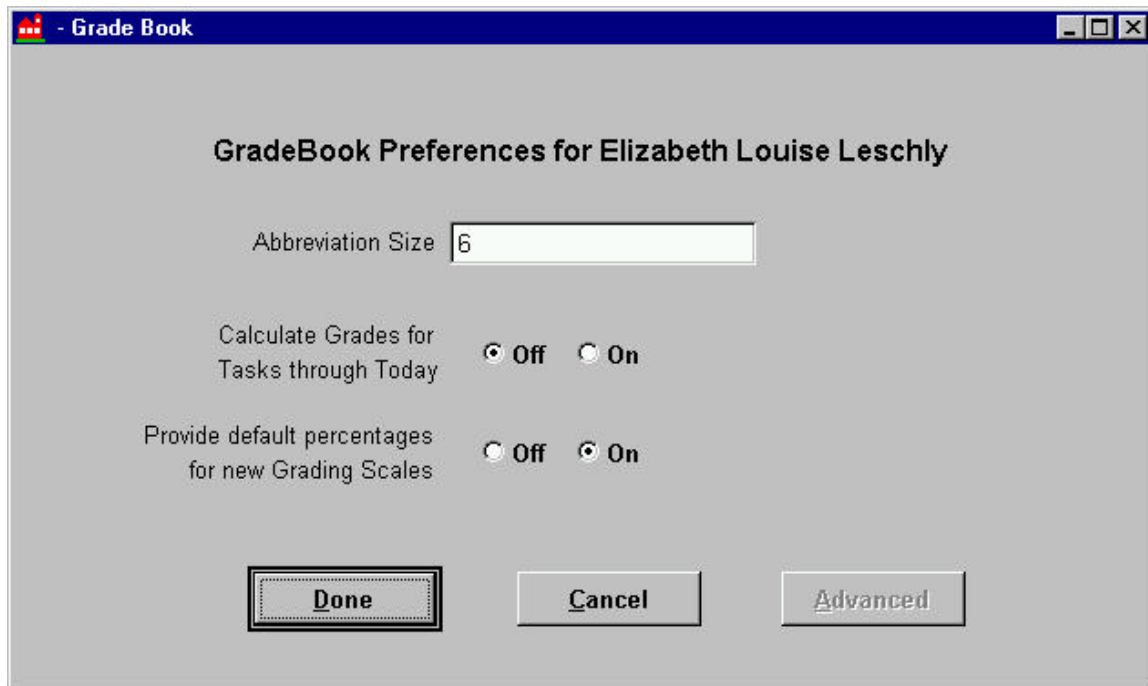
Set-up copied from class on left to the class on the right.

Entering Grades:

From the main form, the logged on faculty person will show up (if you have site administrator status, you will be able to choose which faculty person's gradebook you would like to see by using the Find command). Select the Track, Term and Class Description. (If there is only one class, the class description field will be read only). Select a subject (again, if there is only one subject, this will be a read only field).

At this point you may want to set the Preferences by clicking on File at the top of the screen, then choose Preferences. Here you can adjust the size of the abbreviation at the top of the Task columns for optimum viewing. Also, you can choose to calculate grades for tasks through today. If you turn this preference on, the calculation will compare points possible with points earned up through today. If you set this preference to off, the calculation will compare points possible for all defined Tasks (including those due on future dates) with points earned to date. This will cause students to start out with a zero and build their grade up from there. (The third preference item specifies whether Gradebook will automatically create "suggested" percentages for each mark

when adding a new Grading Scale (using the Subject Setup form), or default each percent to 0.0.) Modify your preferences as you desire, and click Done.



The image shows a Windows-style dialog box titled "Grade Book" with a subtitle "GradeBook Preferences for Elizabeth Louise Leschly". It contains three settings: "Abbreviation Size" with a text box containing the number "6"; "Calculate Grades for Tasks through Today" with radio buttons for "Off" (selected) and "On"; and "Provide default percentages for new Grading Scales" with radio buttons for "Off" and "On" (selected). At the bottom are three buttons: "Done" (highlighted with a double border), "Cancel", and "Advanced".

Setting Preferences.

Once you have clicked done, you will return to the main form. On the left side of the screen, you will have your student roster. On the right, you will have an empty grid with columns for the tasks you have entered.

Default Abbreviations:

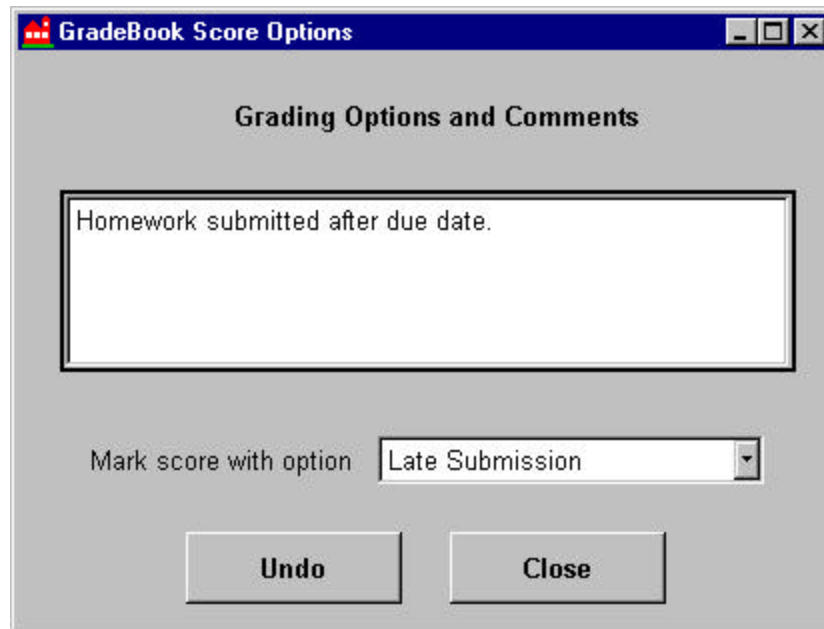
If you have not entered abbreviations for your tasks, default abbreviations (A, B, C, etc.) will be seen along the top of the tasks. An 'x' precedes the default abbreviations that are extra credit tasks. A task that is worth more weight relative to all other tasks will have a number before the abbreviation (ex. 2A = task A is worth twice as much as the other tasks).

Entry Modes:

You may choose between two entry modes. Task Entry mode will move the cursor down the task column when you click on the tab button. Student Entry mode will move the cursor across the tasks for a student when you click on the tab button. Student Entry mode also allows free access to any task of any student; use the arrow keys, or the mouse, to activate the desired cell.

Click on the task for which you wish to enter grades. (The upper right hand part of the screen will display information about your chosen task).

To assign the previously defined options (late submission, comments, etc.) to a grade, double click on the cell and the options will show up.



GradeBook Score Options

Grading Options and Comments

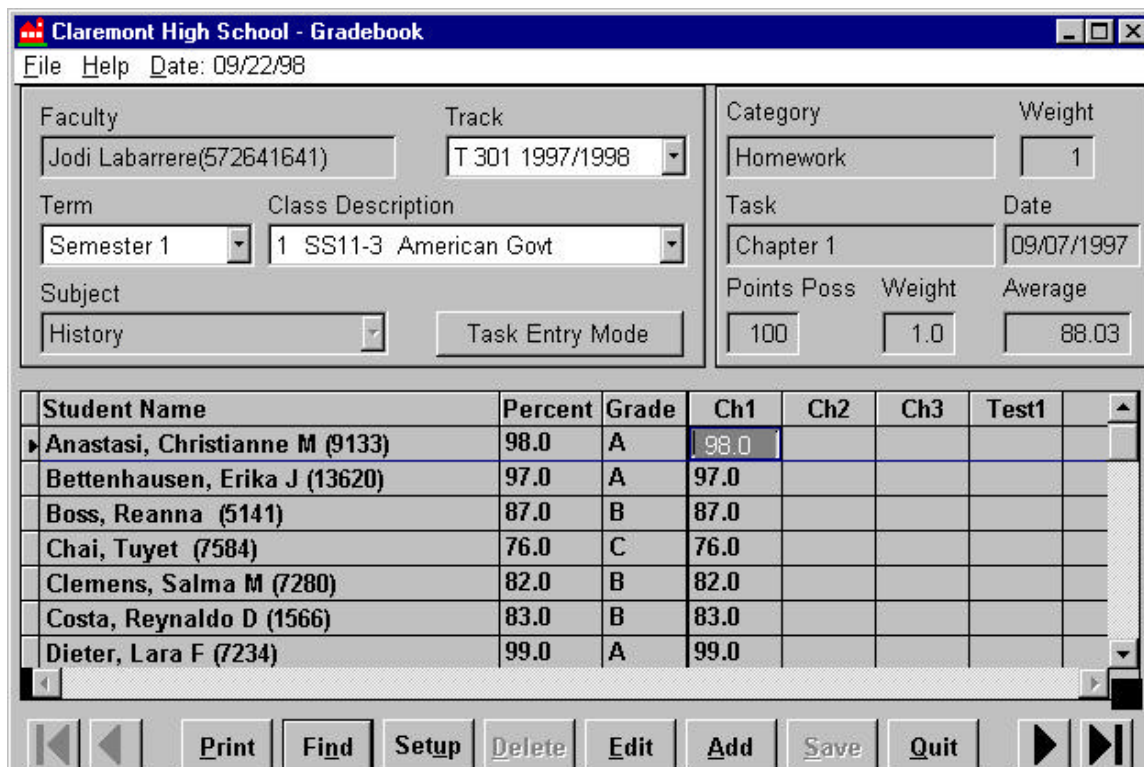
Homework submitted after due date.

Mark score with option: Late Submission

Undo **Close**

Gradebook Score Options.

When you have finished entering grades, click on Save to post scores.



Claremont High School - Gradebook

File Help Date: 09/22/98

Faculty: Jodi Labarrere(572641641) Track: T 301 1997/1998

Term: Semester 1 Class Description: 1 SS11-3 American Govt

Subject: History Task Entry Mode

Category: Homework Weight: 1

Task: Chapter 1 Date: 09/07/1997

Points Poss: 100 Weight: 1.0 Average: 88.03

Student Name	Percent	Grade	Ch1	Ch2	Ch3	Test1
Anastasi, Christianne M (9133)	98.0	A	98.0			
Bettenhausen, Erika J (13620)	97.0	A	97.0			
Boss, Reanna (5141)	87.0	B	87.0			
Chai, Tuyet (7584)	76.0	C	76.0			
Clemens, Salma M (7280)	82.0	B	82.0			
Costa, Reynaldo D (1566)	83.0	B	83.0			
Dieter, Lara F (7234)	99.0	A	99.0			

Print Find Setup Delete Edit Add Save Quit

Scores have been posted for Ch 1 task under the homework category.

Editing Data:

Edit a grade:

If you enter a mark incorrectly, click on edit, move the focus to the cell you wish to correct and enter a new mark to overwrite the incorrect mark.

Delete a grade:

If you enter a mark into the incorrect cell and wish to delete it completely, you must clear the cell, do not enter a zero. Click on the cell with the incorrect mark. Click on Delete.

Add/Edit/Delete Tasks:

From the Main Form, locate the teacher and class. Click on Set-up. Select a Subject and Category in the upper portion of the screen. A list of tasks will appear for the selected Category.

Task Description	Abbreviation	Date	Points Possible	Weight	Extra Credit
Chapter 1	Ch1	09/07/1997	100	1.0	<input type="checkbox"/>
Chapter 2	Ch2	09/15/1997	100	1.0	<input type="checkbox"/>
Chapter 3	Ch3	10/01/1997	100	1.0	<input type="checkbox"/>

Highlight the task (Chapter 3) you wish to edit or delete.

To add a Task, click on the add button and enter your information for the task.

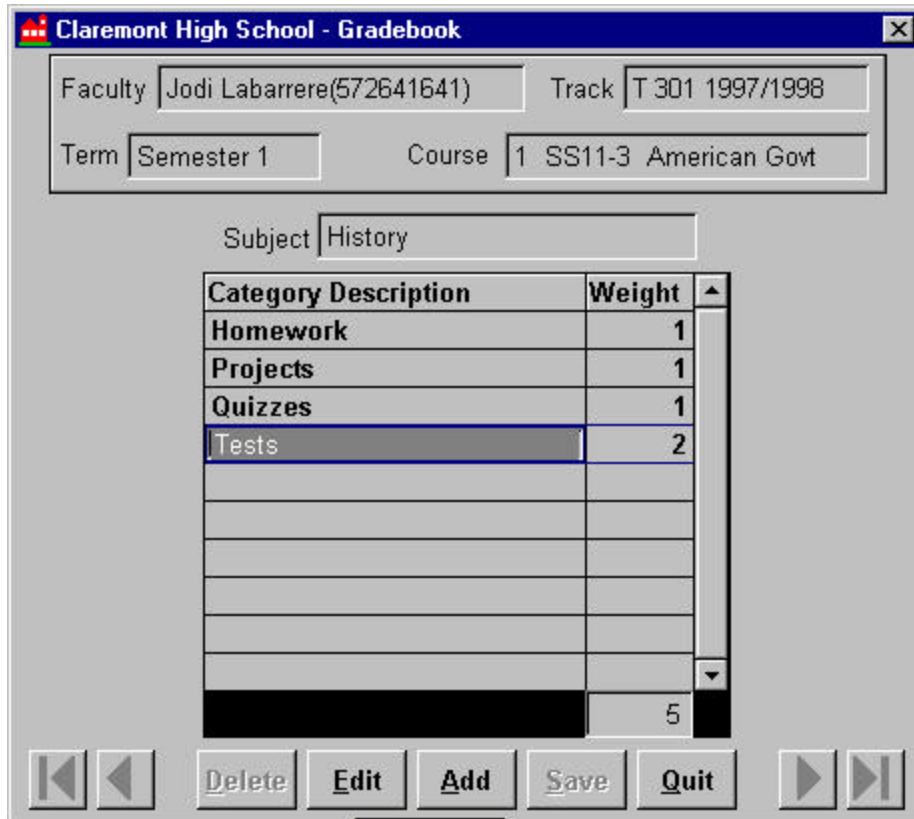
To edit a Task, click on the task until it is highlighted. Click on Edit and use the Tab key to move through the fields and edit the information.

To delete a Task, click on the task until it is highlighted. Click on Edit and then Delete. Click Save.

Click on Quit to exit the Set-up Form and return to the Main Form.

Add/Edit/Delete Categories:

From the Main Form, locate the teacher and class. Click on Set-up. Click on Category and you will get the following screen:

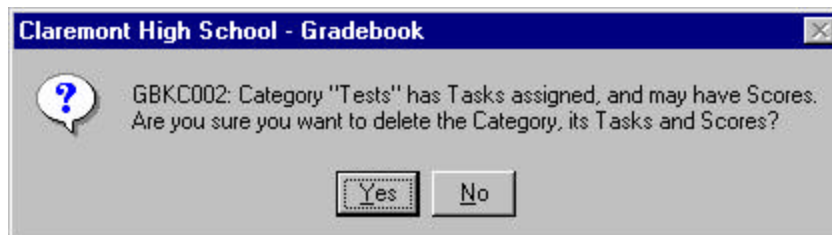


The screenshot shows a software window titled "Claremont High School - Gradebook". It contains several input fields: "Faculty" with the value "Jodi Labarrere(572641641)", "Track" with "T 301 1997/1998", "Term" with "Semester 1", and "Course" with "1 SS11-3 American Govt". Below these is a "Subject" field with "History". A table lists categories with their weights:

Category Description	Weight
Homework	1
Projects	1
Quizzes	1
Tests	2
	5

At the bottom are navigation buttons: left arrow, right arrow, "Delete", "Edit", "Add", "Save", "Quit", and another left/right arrow pair. The "Tests" category is highlighted in the table.

Click Add to add a new Category. Click Edit to change the existing data about the particular categories. After clicking Edit, you will be able to click on Delete to delete an existing Category. If you try to delete a category that has tasks assigned to it, you will receive the following message:



The screenshot shows a warning dialog box titled "Claremont High School - Gradebook". It contains a question mark icon and the text: "GBKC002: Category 'Tests' has Tasks assigned, and may have Scores. Are you sure you want to delete the Category, its Tasks and Scores?". At the bottom are "Yes" and "No" buttons.

You can choose to delete the category anyway by clicking on Yes. If you click No, the Category will remain.

When finished, click on Quit to return to the Set-up Form. Click on quit again to return to the Main Form.

Add/Edit/Delete Subjects:

From the Main Form choose a Teacher and Class. If the teacher has more than one Subject, you will be able to choose which Subject you want in the Subject drop down list. Once you have chosen the appropriate Subject, click on Set-up and then Subject. This will take you to the following screen:

The window is titled "Claremont High School - Gradebook". It contains several input fields and a table.

Faculty: William Rasmussen(55080377) | Track: T 301 1997/1998 | Term: Semester 1 | Class Description: 1 SH11-6 U S History 1

Subject: Geography

Mark Set: Letter Marks (no +/-)

Display: ☒ Scores ☐ Grades

Calculation: ☒ Points Method ☐ Percent Method

Missing Scores: ☐ Count As Zero ☒ Not Counted

Grade	Percentage
A	90.0
B	80.0
C	70.0
D	60.0
F	0.0

Buttons: Clear Marks, Add Mark, Delete Mark

Bottom navigation: Options, Copy, Paste, Delete, Edit, Add, Save, Quit

From here you may click on Add to add a new subject or you may click on Edit to edit any of the existing information for the Subject. Once you have clicked Edit, you may click on Delete to delete the existing Subject. If you try to delete a Subject that has Categories and Tasks defined, you will receive the following message:

The dialog box is titled "Claremont High School - Gradebook". It contains a question mark icon and the following text:

GBKS0514: Subject "History" has Categories assigned, and may have Tasks and Scores. Are you sure you want to delete the Subject, its Grade Curve, Categories, Tasks and Scores?

Buttons: Yes, No

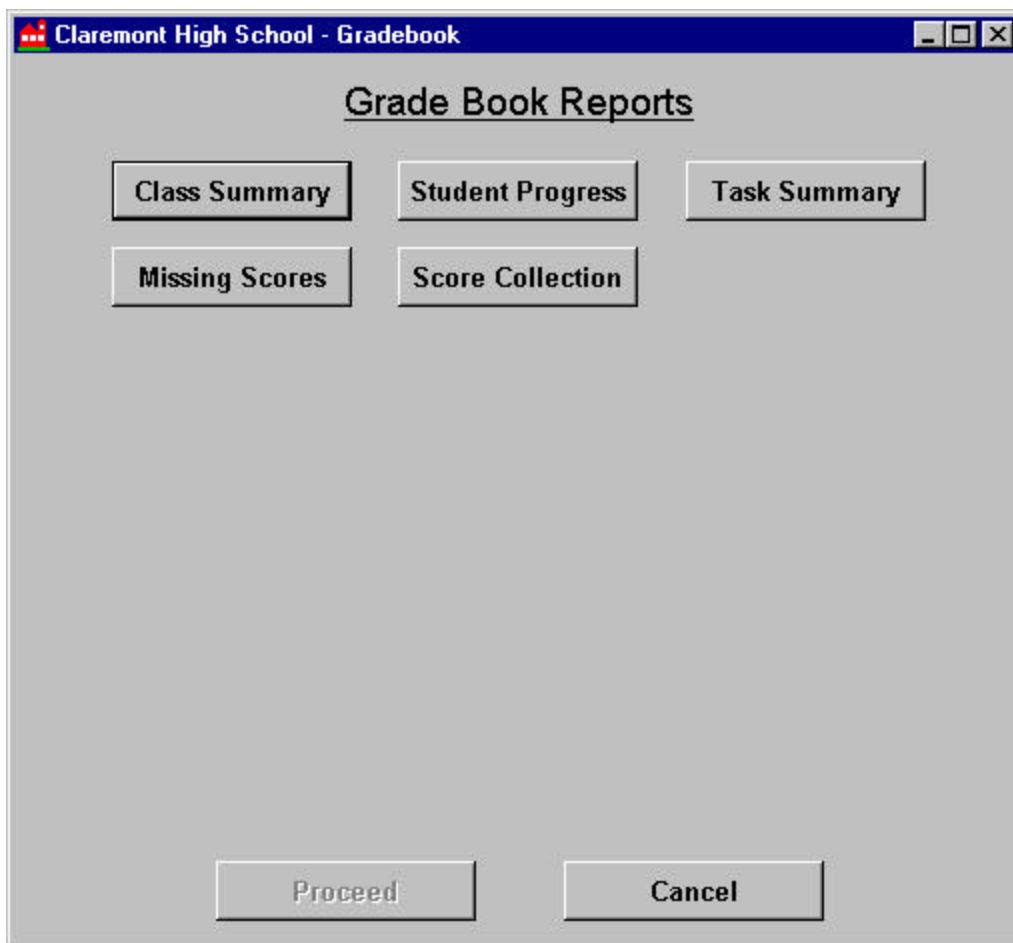
You can choose to delete the Subject anyway by clicking on Yes. If you click No, the Subject will remain.

When finished, click on Quit to return to the Set-up Form. Click on quit again to return to the Main Form.

Gradebook Reports:

The Gradebook reports are different than most other reports in SchoolNet. You access the reports for Gradebook from within the application's Main Form. The logged on teacher will only be able to access his or her particular gradebook and will have a print button at the bottom of the Main Form of each class that they have set up. The System Administrator will be able to access all teachers' gradebooks by using the Find button.

Once you have logged on, select the track, term, class description and subject for which you wish to run reports. If there is only one of any of the previous descriptors, the fields will be read only. Once you are in the Main Form, click on the Print button on the bottom left-hand corner of the screen. You will see the following screen:



Click on the button of the report you would like to print. Each report will give you certain options to choose from. Once you have chosen the options you would like to have on your report, click on the Proceed button. This will give you a preview of the report. Once you have seen the Preview and are satisfied with the content, close the preview and answer "Yes" to the print option.

The following is a summary of each report:

Class Summary Report- This report makes a list of each student's cumulative grade to date.

Student Progress Report- This report prints a single page for each student showing each task and the recorded score. This report may be run for a single student, and may include the grading comments recorded behind scores.

Task Summary Report- This report prints the score of every student for a particular task.

Missing Scores Report- This report lists all students and the task descriptions for which no scores have been posted.

Score Collection Report-This report is a class list suitable for manually recording scores prior to entry into the gradebook.